

Posts, Camps and Stations

Instructions For Processing Orders and Receipts Under PC&S Purchase Programs

*Defense Energy Support Center
Facilities and Distribution Management
Inventory Division*



March 1999

About this guide

This guide provides instruction for U.S. Army, Navy, Marine Corps, and DoD activities who requisition, order, and receive petroleum products under DLA administered contracts. Instruction contained in this document will ensure minimum requirements are met as specified in DoD 4140.25M. These instructions have been reviewed and approved for use by both the U.S. Army Petroleum Center and the U.S. Navy Petroleum Office.

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GENERAL INFORMATION

The Defense Energy Support Center (DESC) is responsible for processing transactions through the Defense Fuel Automated Management System (DFAMS). DFAMS is the accounting system utilized to process Posts, Camps and Stations (PC&S) fuel orders, shipments, and receipts and is the system that initiates the billing process through the Defense Finance and Accounting Service, Columbus Center (DFAS-CO).

This guide contains procedures to be used in the preparation of SF 1449, DD 1155, SF 30 and DD 250. Compliance with these instructions will allow for expedient contractor payment, minimize order modification, and assure uninterrupted fuel support to your activity.

MANDATORY: Copies of the order (SF 1449 or DD 1155) and any amendments to orders (DD 1155 or SF 30) must be submitted to DESC for processing within two working days after issuance to the contractor. Copies of the receipt documentation (SF 1449, DD 1155, DD 250 or for barge deliveries, DD 250-1) must be submitted to DESC within two working days after receipt of product.

Whenever possible, order and receipt documentation should be faxed to:

DSN: 427-9380		DSN: 427-9397
Commercial: (703) 767-9380	or	Commercial: (703) 767-9397

Our mailing address is:

DESC-FII
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR VIRGINIA 22060-6222

Finally, we request that this information be **immediately disseminated to all receiving activities for which you order product.** We encourage your questions or comments, and we are ready to provide any necessary assistance.

This instruction and reference guide supersedes instruction and reference guide dated June 1998.

PREPARING THE STANDARD FORM 1449

These instructions do not address every block of the Standard Form 1449 but cover only those areas that require specific formatting to allow for DFAMS processing. IAW FAR 12.204 activities are encouraged to utilize SF 1449 in lieu of the DD Form 1155.

MANDATORY: Copies of the order must be submitted to DESC-FII within two working days after issuance to the contractor.

BLOCK 1 - Requisition Number

Only the "Billing DoDAAC" and the "Delivery DoDAAC" (UIC) as indicated in the contract bulletin have been loaded into DFAMS to allow for transaction processing.

If you use a DoDAAC other than those listed in the bulletin, you must contact DESC-FII immediately at DSN: 427-9394 or Commercial: (703) 767-9394.

The requisition number is made up as follows:

Position 1-6: DoDAAC **must be a "Billing DoDAAC" or "Delivery DoDAAC"** as found in the contract bulletin.

Position 7-10: Julian Date. Position 7 must be the last digit of the calendar year.

Position 11-14 Locally assigned serial number.

Note: All requisition numbers must be unique. They **can not be duplicated** for other fuel products. **Additionally, the date in the Requisition Number must be equal to or prior to the order date in Block 3.**

Example Requisition Number: W88HUG 9002 0001

BLOCK 2 - Contract Number

The contract number must be a valid DLA contract number.

Example Contract Number: SP0600-99-D-1234

BLOCK 3 - Award/Effective Date

Must be the date that the order is placed; **not** the date the paperwork is completed. Again please note that this date must be equal to or after the date in the requisition number.

IMPORTANT: All verbal orders placed with a contractor must be confirmed by written order and mailed/faxed to the contractor within 24 hours. When preparing the SF 1449, a statement must be included which confirms the actual date the verbal order was placed. Write in Block 20 the words "Reference the verbal order of" and the date the verbal order was placed.

BLOCK 4 - Order Number

Each ordering activity must assign a four character delivery order number for each order that is placed with a contractor. **Each delivery order number may only be used once for the life of each contract.** The delivery order number will be comprised as follows:

Delivery Order Code

First two characters: The first two positions of the delivery order or serial call number will be in accordance with the Uniform Procurement Instrument Identification Numbering System as prescribed in the Defense Federal Acquisition Regulation Supplement (DFARS Appendix G). **These first two characters are an activity's order code and will always be consistent.**

Sequential Order Number

Third and fourth characters: A two digit serial number **sequentially** assigned for the life of the contract as follows:

01 through 99, then
1A through 9Z, (excluding I and O), then
A1 through Z9 (excluding I and O), then
AA through ZZ (excluding I and O)

Example Delivery Order Number: **AB 01**

BLOCK 9 - Issued By

Enter Ordering Office and Address. In the Code block, enter the DoDAAC of the ordering office. **Include name and phone number of person placing the order.**

BLOCK 11 - Delivery For FOB Destination Unless Block Is Marked

Check block as applicable.

BLOCK 12 - Discount Terms - See contract for this information.

BLOCK 15 - Deliver To

Enter the **name, address and DoDAAC** of the activity where the product is to be delivered.

Important: Include a name and phone number for a POC at the delivery location.

BLOCK 16 - Administered By

Enter the following:

Code: SC0600

Defense Energy Support Center
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, Virginia 22060-6222

BLOCK 17a - Contractor/Offeror

Enter the name, address, and phone number of the contractor.

BLOCK 18a - Payment Will Be Made By

Enter the following information:

DFAS-CO-SFFP
DFAS-Columbus Center
P.O. Box 182317
Columbus, OH 43218-6252

BLOCK 19 - Item Number

The item number is found in the contract bulletin. The item number is a 5 or 6 digit number that is comprised of your location identification number (first three digits), product number (4th and 5th digit) and in some cases a sixth digit that designates an alternate delivery mode.

Example CLIN: **123-341**

☛ **Attention: Current DFAMS constraints prohibit entering multiple CLIN's per order. Therefore, it is necessary to prepare separate SF 1449 for each CLIN or Item Number.**

BLOCK 20 - Schedule of Supplies / Services

Enter the National Stock Number (NSN) and the Product Code. An NSN / Product Code Reference List can be found on page 21.

BLOCK 21 - Quantity

Enter the quantity ordered.

BLOCK 22 - Unit

Enter "GL" for gallon

BLOCK 23 - Unit Price

Enter the basic contract price as listed in the contract bulletin.

BLOCK 25- Accounting and Appropriation Data

The following accounting and appropriation for DESC is required:

97X4930.5CF0 01 26.1S33150

FUND CODE: The fund code is two character code that represents the appropriation symbol used to reimburse DESC for product. Contact your comptroller or local finance office to obtain your proper code.

SIGNAL CODE: A one character code that designates which activity receives the fuel and which activity receives the bill.

SUPPLEMENTARY DoDAAC: A supplementary DoDAAC is used if the "requisitioner" and "Bill To DoDAAC" are not the same. If the "requisitioner" and the "Bill To" DoDAACs are the same, do not enter a supplementary DoDAAC.

SIGNAL CODE – SUPPLEMENTARY ADDRESS RELATIONSHIPS		
SIGNAL CODE	MEANING	SUPPLEMENTARY DODAAC
A	Ship to requisitioner / Bill requisitioner	Leave Blank
B	Ship to requisitioner / Bill supplementary address	Enter "Billing" DoDAAC
J	Ship to supplementary address / Bill requisitioner	Enter "Delivery" DoDAAC

Note: Signal Code, Fund Code and Supplementary DoDAAC (SUPAAC), may be entered on a continuation sheet if necessary.

BLOCK 31a - Signature Of Contracting Officer

Enter signature as applicable

BLOCK 31b - Name Of Contracting Officer (Type or Print)

Type or print name of contracting officer.

BLOCK 31c - Date Signed

Enter date SF 1449 was signed.

SF 1449 AS RECEIPT DOCUMENTATION**BLOCK 32a - Quantity In Column 21 Has Been**

Attention: When there is one receipt (delivery), per order then the Standard Form 1449 may be used as both the Order and Receipt document. In this case, complete blocks 21, 32a, 32b, 32c, and 33 as follows:

- **Block 21** - Below the ordered quantity, enter the actual quantity received and circle it. The receiving activity will annotate the reason for the difference if the variance is greater than the permissible 10% increase/decrease variation limitation per order as specified in the contract bulletin.
- **Block 32a** - Indicate ☒ Received.
- **Block 32b** - Enter signature of an authorized Government representative.
- **Block 32c** - Enter the actual date product was received; not the date the paperwork was prepared.
- **Block 33** - Enter shipment number: PCS0001Z. Indicate ☒ Final.

Note: If there are multiple receipts per order on different days, then DD Form 250, Material Inspection and Receiving Report must be accomplished for each shipment against that order. See instruction for completion of DD Form 250 on page 19.

Note: If the quantity received is the same as the quantity shipped, indicate so by a check mark (✓).

Important: If the quantity ordered and received are different, **enter the actual quantity received** below the quantity ordered, and **circle** it on all copies. The receiving activity will annotate the reason for the difference if the variance is greater than the permissible 10% increase / decrease variation limitation per order as specified in the contract bulletin.

Gross Versus Net Quantities: For receipt of Burner Oils #4, #5, and #6, correction to 60° is always required regardless of quantity received. For all other products, volume correction to 60° is required for any individual drop per receiving tank which exceeds 3,500 gallons. Any single conveyance delivery less than 3,500 gallons (regardless of the total quantity received) does not require correction to 60°.

Ordering Activity Responsibility: It is imperative that ordering activities coordinate with receiving activities to ensure that receipt documentation is properly completed. Failure to do so may result in "Open Orders" requiring order modification. **Delay in providing DESC receipt documents may result in Interest Penalty payment to vendors.** Therefore, it is strongly recommended that copies of these instructions be made available to all organizations/units receiving product under Posts, Camps and Stations contracts.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER W88HUG 9002 0001		PAGE 1 OF 1	
2. CONTRACT NO. SPO600-99D-1234		3. AWARD/EFFECTIVE DATE 3 JAN 99		4. ORDER NUMBER AB 01		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY ACTIVITY NAME ORDERING OFFICE ADDRESS POC NAME AND PHONE NUMBER				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
						12. DISCOUNT TERMS	
						13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	
						13b. RATING	
15. DELIVER TO RECEIVING ACTIVITY NAME ADDRESS DELIVERY POC NAME AND PHONE NUMBER				16. ADMINISTERED BY DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN RD., STE 4950 FORT BELVOIR, VA 22060-6222		CODE	
17a. CONTRACTOR/ OFFEROR CONTRACTOR NAME ADDRESS TELEPHONE NO. (512) 555-1235		18a. PAYMENT WILL BE MADE BY DFAS-CO SFFP DFAS COLUMBUS CENTER P.O. BOX 182317 COLUMBUS, OH 43128-6252		CODE		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT					
123-341		DF2 DIESEL FUEL		8,000		GL	
		NSN: 9140-00-286-5294		6,550			
		FUND CODE: K6					
		SIGNAL CODE: B / SUPAAC: W55N50					
		<i>(Attach Additional Sheets as Necessary)</i>					
25. ACCOUNTING AND APPROPRIATION DATA 97X4930.5CF0 01 26.1 S33150				26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK _____), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Bill Williams</i>			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) BILL WILLIAMS		31c. DATE SIGNED 3 JAN 99	
32a. QUANTITY IN COLUMN 21 HAS BEEN <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER PCS 0001 Z		34. VOUCHER NUMBER	
				PARTIAL <input type="checkbox"/> FINAL <input checked="" type="checkbox"/>		35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE <i>John Smith</i> JOHN SMITH		32c. DATE SIGNED 5 JAN 99		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE SIGNED		42a. RECEIVED BY (Print)		40. PAID BY	
				42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)			

SF 30 - WHEN TO AMEND A DELIVERY ORDER

SF30 will be used to amend orders already placed with a contractor. The SF 30 may be used to amend SF 1449 and DD Forms 1155. Amendments are required for changes and/or deletions on the following:

Contract Number	Delivery Order Number
Date of Order	Requisition Number
Accounting Appropriation	Fund Codes
Supplementary DoDAACs	Signal Codes
Contract Line Item Numbers	Quantities Ordered/Accepted
Receipt Dates	Purchase Order Number

Amendments/modifications as a result of under deliveries:

- Amend/modify an order quantity to meet changes in requirements by the Government:

Amendment/modification is required to reduce part of a quantity ordered because it is no longer required. Such amendments/modifications must be agreed to by the contractor at no cost to the Government. Additionally, changes to individual delivery order quantities must be accomplished under the authority of the local Contracting Officer.

- Amend/modify a delivery order quantity when the quantity received is less than the quantity ordered by more than the allowable $\pm 10\%$ variance.

Amended quantities must equal the **actual** quantity received. DFAMS will not accept a quantity greater than or less than the actual quantity received on amendments or modifications.

- Amend/modify a delivery order quantity:
 - If the contractor fails to deliver the entire quantity ordered by the end of the delivery order period.
 - If the product is no longer required and if there any no intent to hold the contractor liable the amendment or modification order quantity must canceled.
- Amend/modify a delivery order quantity if a contractor fails to deliver a portion of the order and the undelivered quantity is still required. The order will remain open. This allows DESC to either obtain the remaining quantity through legal actions or hold the contractor liable for any increased costs incurred in obtaining the undelivered quantity from alternate sources.

PREPARING SF 30 AMENDMENT

These instructions cover only those SF 30 blocks that require specific formatting to allow for DFAMS processing.

MANDATORY: Copies of the SF 30 must be submitted to DESC-FII within two working days after issuance to the contractor.

BLOCK 2 - Amendment/Modification Number

Enter the Amendment/Modification Number as follows:

First four characters: Must be the order number as it appears on the basic order.

Fifth and sixth characters: Must be numbered sequentially for each Amendment/Modification.

Example: **AB01-01**

BLOCK 3 - Effective Date

Must be the date the Amendment/Modification is effective. Again please note that this date must be equal to or after the effective date indicated in block 3 of the SF 1449 basic order.

BLOCK 4 - Requisition/Purchase Requisition Number

Must be the same Requisition Number as appears in Block 1 of the SF 1449 basic or in Block 2 of the DD Form 1155 order.

BLOCK 6 - Issued By

Must be the same as the information in Block 9 of the SF 1449 or in Block 2 of the DD Form 1155 order. Enter Ordering Office and Address. In the Code block, enter the DoDAAC of the ordering office. Include name and phone number of person placing the order.

BLOCK 7 - Administered By

Must be the same as the information in Block 16 of the SF 1449 order or in Block 2 of the DD Form 1155 order. Enter the following:

Code: SC0600

Defense Energy Support Center
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, Virginia 22060-6222

BLOCK 8 Name And Address of Contractor

Enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.

BLOCK 10A AND 10B - Modification of Contract/Order Number

Check the appropriate box. In Block 10A insert the contract number/order number and in Block 10B insert the contract date.

BLOCK 13 - This Item Applies Only To Modifications Of Contracts/Orders, It Modifies The Contract/Order Number As Described In Item 14

Check the appropriate box to indicate the type of modification. In the corresponding blank, insert the authority under which the modification is issued. Check whether or not the contractor must sign this document.

BLOCK 14 - Description Of Amendment/Modification

State reason for modification. Describe the modification.

BLOCK 15A /15B/15C AND 16A/16B/16C - Name And Title Of Signer/Contracting Officer

Complete as applicable. Block 15B/C and 16B/C must be signed and dated. If contractor signature is required, it must be signed by the contractor before the Contracting Officer signs the document.

MANDATORY: Within two working days of receipt of product, activities shall transmit a copy of the SF30 to DESC-FII.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE 1 OF 1 PAGES		
2. AMENDMENT/MODIFICATION NO. AB01-01		3. EFFECTIVE DATE 8 JAN 99		4. REQUISITION/PURCHASE REQ. NO. W88HUG 9002 0001		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE		SC0600			
ACTIVITY NAME ORDERING OFFICE ADDRESS POC NAME AND PHONE NUMBER		DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN RD., STE 4950 FORT BELVOIR, VA 22060-6222					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CONTRACTOR NAME ADDRESS				(X) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. SPO600-99D-1234 / AB01 X 10B. DATED (SEE ITEM 13) 8 JAN 99			
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.). SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

EXAMPLE STATEMENT: THIS AMENDMENT IS TO REDUCE THE QUANTITY ORDERED FROM 8,000 GALLONS TO 6,550 GALLONS.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) NED MILLER CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <u>Ned Miller</u> (Signature of Contracting Officer)	16C. DATE SIGNED 8 JAN 99

PREPARING DD FORM 1155

These instructions cover only those DD 1155 blocks that require specific formatting to allow for DFAMS processing.

MANDATORY: Copies of the order must be submitted to DESC-FII within two working days after issuance to the contractor.

ATTENTION: Current DFAMS constraints prohibit entering multiple CLINs per order. Therefore, it is necessary to prepare separate DD Forms 1155 for each CLIN or Item Number.

BLOCK 1 - Contractor/Purchase Order Number

The contract number must be a valid DLA contract number found in the contracting bulletin.

Example: **SP0600-99-D-1234**

BLOCK 2 - Delivery Order Number

Each ordering activity must assign a four character delivery order or serial call number for each order that is placed with a contractor. **Each delivery order number may only be used ONCE for the life of each contract and shall not be duplicated.** The delivery order number will be comprised as follows:

Delivery Order Code

First two characters: The first two positions of the delivery order or serial call number will be in accordance with the Uniform Procurement Instrument Identification Numbering System as prescribed in the Defense Federal Acquisition Regulation Supplement (DFARS Appendix G). **These first two characters are an activity's order code and will always be consistent.**

Note: Activities placing orders under DLA contracts must advise DESC-FII of their order code so this code may be loaded to DFAMS.

Sequential Order Number

Third and fourth characters: A two digit serial number ***sequentially*** assigned for the life of the contract as follows:

01 through 99, then
1A through 9Z, (excluding I and O), then
A1 through Z9 (excluding I and O), then
AA through ZZ (excluding I and O)

Example Delivery Order Number: **AB 01**

BLOCK 3 - Date Of Order

Must be the date that the order is placed; **not** the date the paperwork is completed.

IMPORTANT: All verbal orders placed with a contractor must be confirmed by written order and mailed/faxed to the contractor within 24 hours. When preparing the DD 1155, a statement must be included which confirms the actual date the verbal order was placed. In Block 16, on the "Reference Your" line, enter the words "verbal order of" and the date the verbal order was placed.

BLOCK 4 - Requisition/Purchase Request Number

Only the "Billing DoDAAC" and the "Delivery DoDAAC" (UIC) as indicated in the current contract bulletin have been loaded into DFAMS to allow for transaction processing.

If you use a DoDAAC other than those listed in the bulletin, you must contact DESC-FII immediately at DSN: 427-9394 or Commercial: (703) 767-9394.

The requisition number is made up as follows:

Position 1-6: DoDAAC of the requisitioner. **Must be a "Billing DoDAAC" or "Delivery DoDAAC" as found in the contract bulletin.**

Position 7-10: Julian Date. Position 7 must be the last digit of the calendar year.

Position 11-14 Locally assigned serial number.

Note: All requisition numbers must be unique. They **can not be duplicated** for other fuel products. **Additionally, the Julian date in the Requisition Number must be prior to or equal to the order date in Block 3.**

Example Requisition Number: **W88HUG 9002 0001**

BLOCK 6 - Issued By

Enter Ordering Office and Address. In the Code block, enter the DoDAAC of the ordering office. **Include name and phone number of person placing the order.**

BLOCK 7 - Administered By

Enter the following:

Code: SC0600

Defense Energy Support Center
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, Virginia 22060-6222

BLOCK 14 - Ship To

Enter the **name, address and DoDAAC** of the activity where the product is to be delivered.

MANDATORY: **Include a name and phone number for a POC at the delivery location.**

BLOCK 15 - Payment Will Be Made By

Enter the following information:

DFAS-CO-SFFP
DFAS-Columbus Center
P.O. Box 182317
Columbus, OH 43218-6252

DD FORM 1155 AS RECEIPT DOCUMENTATION**BLOCK 26 - Quantity In Column 20 Has Been**

Attention: When there is one receipt (delivery) per order, then the DD Form 1155 may be used as both the Order and Receipt document. In this case, complete Blocks 20, 26 and 27 as follows:

- **Block 20** - Enter below the ordered quantity, the actual quantity received and circle it. The receiving activity will annotate the reason for the difference if the variance is greater than the permissible 10% increase/decrease variation limitation per order as specified in the contract bulletin.
- **Block 26** - Indicate ☒Received. Enter the actual date product was received; not the date the paperwork was prepared. Enter the signature of an authorized Government representative.
- **Block 27** - Enter shipment number: PCS0001Z. Indicate ☒Final.

Note: If there are multiple receipts per order on different days, then DD Form 250, Material Inspection and Receiving Report must be completed for each shipment against that order.

See instruction for completion of DD Form 250 on page 18.

Note: If the quantity received is the same as the quantity ordered, indicate so by a check mark (✓).

Important: If the quantity ordered and received are different, **enter the actual quantity received** below the quantity ordered and **circle** it on all copies. The receiving activity will annotate the reason for the difference if the variance is greater than the permissible 10% increase / decrease variation limitation per order as specified in the contract bulletin.

Gross Versus Net Quantities: For receipt of Burner Oils #4, #5, and #6, correction to 60° is always required regardless of quantity received. For **all** other products, volume correction to 60° is required for any individual drop per receiving tank which exceeds 3,500 gallons. Any single conveyance delivery less than 3,500 gallons (regardless of the total quantity received) does not require correction to 60°

Ordering Activity Responsibility: It is imperative that ordering activities coordinate with receiving activities to ensure that receipt documentation is properly completed. Failure to do so may result in "Open Orders" requiring order modification. **Delay in providing DESC receipt documents may result in Interest Penalty payment to vendors.** Therefore, it is highly recommended that copies of these procedures be made available to all those organizations/units receiving products under Posts, Camps and Stations contracts.

WHEN TO AMEND/MODIFY A DELIVERY ORDER

DD Form 1155 may be used to amend/modify delivery orders already placed with a contractor. Amendments/Order Modifications are required for changes and/or deletions on the following:

Contract Number	Delivery Order Number
Date of Order	Requisition Number
Accounting Appropriation	Fund and Signal Codes
Supplementary DoDAACs	Signal Codes
Contract Line Item Numbers	Quantities Ordered/Accepted
Receipt Dates	Purchase Order Number

Amendments/modifications as a result of under deliveries:

- Amend/modify an order quantity to meet changes in requirements by the Government:

Amendment/modification is required to reduce part of a quantity ordered because it is no longer required. Such amendments/modifications must be agreed to by the contractor at no cost to the Government. Additionally, changes to individual delivery order quantities must be accomplished under the authority of the local Contracting Officer.

- Amend/modify a delivery order quantity when the quantity received is less than the quantity ordered by more than the allowable $\pm 10\%$ variance.

Amended quantities must equal the **actual** quantity received. DFAMS will not accept a quantity greater than or less than the actual quantity received on amendments/modifications.

- Amend/modify a delivery order quantity if:
 - The contractor fails to deliver the entire quantity ordered by the end of the delivery order period.
 - If the product is no longer required and if there is no intent to hold the contractor liable the amendment/modification order quantity must canceled.
- Amend/modify a delivery order quantity if a contractor fails to deliver a portion of the order and the undelivered quantity is still required. The order will remain open. This allows DESC to either obtain the remaining quantity through legal actions or hold the contractor liable for any increased costs incurred in obtaining the undelivered quantity from alternate sources.

Amendments/modifications as a result of over deliveries:

- Amend/modify the original quantity ordered as a result of an over delivery if the amount delivered is considered acceptable.

Amended quantities must equal the **actual** quantity received. DFAMS will not accept a quantity greater than or less than the actual quantity received.

An order amendment/modification is not required when:

- The quantity received is 10 percent or less of the total quantity ordered and the variance is caused by conditions of loading or shipping. This variance applies to each individual order.

HOW TO AMEND DELIVERY ORDERS

For amended delivery orders, prepare the DD Form 1155 as prescribed on pages 12-15 **except** as follows:

BLOCK 2 - Delivery Order Number

A sequential two position delivery order amendment suffix shall be added to the existing four position alpha/numeric order number for each amendment processed to the basic order. **The suffix numbers added for each amendment will be numbered 01 through 99.**

Example amended Delivery Order Number:

AB 01 01

BLOCK 3 - Date Of Order

Enter the actual date of the amendment. **DO NOT** use the date as specified on the original order. This date must be equal to or greater than the date of basic delivery order or the date of the previous order amendment/modification.

BLOCK 19 - Schedule of Supplies/Service

Add a statement at the lower portion of the block to explain why the amendment is being made.

Example Statement: This amendment is made to reduce the quantity ordered from 30,000 gallons to 20,000 gallons.

BLOCK 20 - Quantity Ordered / Accepted

Enter the revised quantity ordered.

PREPARING THE DD FORM 250

These instructions cover only those DD Form 250 blocks that require specific formatting to allow for DFAMS processing.

MANDATORY: Within two working days of receipt of product, activities shall transmit a copy of the DD Form 250 to DESC-FII.

The DD Form 250 is used when a single delivery order contains several different delivery dates. A DD Form 250 must be prepared for each delivery date consolidating all receipts for that same day into one shipment number.

BLOCK 1 – Procurement Instrument Identification (Contract)

Contract Number

Enter the contract number. The contract number on the DD Form 250 **must match** the contract number on the DD Form 1155 or SF 1449 order.

Example Contract Number: **SPO0600-99-D-1234**

Delivery Order Number

Enter the delivery order number as assigned by the ordering activity. The delivery order number on the DD Form 250 must match the order number on the DD Form 1155 or SF 1449.

BLOCK 2 – Shipment Number

The shipment number is used to identify multiple receipts against the same contract, line item number, and order number.

IMPORTANT: All deliveries against the same order for the same day must be consolidated into one shipment number on one DD 250.

Attention – New Procedure: All shipment numbers will start with “PCS” for **all** receiving locations. The remaining four characters will be a numeric serial number starting with 0001 and will be consecutively numbered (i.e. PCS0002, PCS0003, etc.) for each shipment against the same contract number, same order number and same line item number. **One shipment number cannot have deliveries that exceed one calendar day.**

Example Shipment Number: **PCS 0003**

Note: When the final shipment against an order is received, it **must** be identified as a final shipment by placing a “Z” at the end of the **last** shipment number. If only one shipment is placed against an order, place a “Z” at the end of the shipment number.

Example Shipment Number: **PCS 0003 Z**

BLOCK 3 – Date Shipped

Must be the date that the product is shipped; NOT the date the paperwork is completed.

BLOCK 15 – Item Number

The item number, also known as a **CLIN** (Contract Line Item Number), is found in the contract bulletin. The item number is a 5 or 6 digit number that is composed of your location ID (first three digits), product number (4th and 5th digit) and in some cases a sixth digit, that designates an alternate delivery mode. **The CLIN on the DD Form 250 Receiving Report must match the CLIN on the DD Form 1155 or SF 1449 order.**

Example Item Numbers or CLINs: **599-34 or 622-341**

BLOCK 16 – Stock/Part Number

Enter the National Stock Number (NSN) and the product code (e.g. MUR). An NSN/Product Code Reference List can be found on page 21. The Product Code and NSN must match those on the order.

BLOCK 17 – Quantity Ship/Rec'd

Note: If the quantity received is the same as the quantity shipped, indicate so by a check mark (✓).

Important: If the quantity shipped and received are different, enter the actual quantity received in Block 17 and **circle** it on all copies. The receiving activity will annotate the DD Form 250 with the reason for the difference, if the variances are greater than the permissible 10% increase/decrease variation limitation per order as specified in the contract bulletin.

Gross Versus Net Quantities: For receipt of Burner Oils #4, #5, and #6, correction to 60°F is always required regardless of quantity received. For all other products, volume correction to 60°F is required for any individual drop per receiving tank which exceeds 3,500 gallons.

BLOCK 22 – Receiver's Use

Enter the **date fuel was received** into the tanks; **NOT** the date the paperwork was signed. **This date is very important because it determines which price the contractor is paid.** An authorized Government representative must **verify date of receipt and quantity received** by signing and dating the DD Form 250.

MAKING CORRECTIONS TO DD FORM 250**CORRECTION PROCEDURES**

When documents such as DD Form 250, which have already been sent to DESC-FII as valid actions are found to be in error, a corrected document must be prepared immediately and furnished to DESC-FII. The corrected document must be identical to the invalid document except for the following:

- Erroneous data must be boldly circled and the correction data entered above or next to it where both can be clearly read.
- The work "CORRECTION" followed by the error correction day (Julian Date) must be entered.
- Corrected documents must be dated and signed by an authorized Government representative in Block 22.

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
OMB No. 0704-0248

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.**

1. PROC. INSTRUMENT IDEN. (CONTRACT) SPO600-99D-1234	(ORDER) NO. AB01	6. INVOICE NO./DATE 5 JAN 99	7. PAGE 1	OF 1	8. ACCEPTANCE POINT DESTINATION
--	----------------------------	--	---------------------	----------------	---

2. SHIPMENT NO. PCS0001 Z	3. DATE SHIPPED 5 JAN 99	4. B/L TCN	5. DISCOUNT TERMS
-------------------------------------	------------------------------------	-------------------	-------------------

9. PRIME CONTRACTOR CONTRACTOR NAME ADDRESS	10. ADMINISTERED BY DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN RD., STE 4950 FORT BELVOIR, VA 22060-6222
---	--

11. SHIPPED FROM (If other than 9) CONTRACTOR NAME ADDRESS (IF DIFFERENT FROM BLOCK 9)	12. PAYMENT WILL BE MADE BY DFAS-CO-SFFP DFAS-COLUMBUS CENTER P.O. BOX 18218-6252
--	---

13. SHIPPED TO RECEIVING ACTIVITY NAME ADDRESS POC NAME AND PHONE NUMBER	14. MARKED FOR (ENTER IF DIFFERENT FROM BLOCK 13)
---	---

15.	ITEM NO.	16. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number.)</small>	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
	123 34		DF2 DIESEL FUEL, NSN 9140-00-286-5294	8,010 <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 10px auto; text-align: center; line-height: 40px;">8,015</div>	GL	\$0.73	\$5,847.30

<p>21. CONTRACT QUALITY ASSURANCE</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>A. ORIGIN</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> </td> <td style="width: 50%;"> <p>B. DESTINATION</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> </td> </tr> </table>	<p>A. ORIGIN</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p>	<p>B. DESTINATION</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p>	<p>22. RECEIVER'S USE</p> <p>Quantities shown in column 17 were received in apparent good condition except as noted.</p> <p>5 JAN 99 <i>John Smith</i></p> <p>DATE SIGNATURE OF AUTH GOVT REP</p> <p>TYPED NAME AND OFFICE JOHN SMITH TERMINAL MANAGER</p> <p><small>* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark, if different, enter actual quantity received below quantity shipped and encircle.</small></p>
<p>A. ORIGIN</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p>	<p>B. DESTINATION</p> <p><input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p>		

23. CONTRACTOR USE ONLY

PREPARING THE DD FORM 250-1

The DD Form 250-1 is used to document product receipt when the mode of shipment is by tanker or barge.

These instructions cover only those DD Form 250-1 blocks that require specific formatting to allow for DFAMS processing.

MANDATORY: Within two working days of receipt of product, activities shall transmit a copy of the DD Form 250-1 to DESC-FII.

BLOCK 1 - Tanker/Barge

Indicate ☒ Discharge Report

BLOCK 2 - Inspection Office

Enter the name and location of the Government office conducting the inspection. This information can be found on the shipping DD 250-1.

BLOCK 3 Report Number

Number each form consecutively, starting with number 1, to correspond to the number of shipments made against the contract. If shipment is made from more than one location against the same contract, use this numbering system at each location.

BLOCK 4 - Agency Placing Order On Shipper, City State And /Or Local Address (Loading)

Enter the name of the Government activity placing the order. This information can be found on the shipping DD 250-1.

BLOCK 5 - Department

Enter "DLA"

BLOCK 6 - Prime Contract Or P.O. Number

Enter the contract number.

Example: SP00600-99D-1234

BLOCK 7 - Name Of Prime Contractor, City, State And /Or Local Address (Loading)

Enter the name and addressing of the contractor as shown in the contract bulletin. This information can be found on the shipping DD 250-1.

BLOCK 9 - Terminal Or Refinery Shipped From, City, State And/Or Local Address (Loading)

Enter the name and location of the contractor or facility from which shipment is made. Also enter the delivery point in this space as either "FOB Origin" or "FOB Destination" as indicated in the contract bulletin. This information can be found on the shipping DD 250-1.

BLOCK 10 - Order Number On Supplier

Enter the order number. This information can be found on the shipping DD 250-1.

Example: **AB01**

BLOCK 11 - Shipped To (Receiving Activity, City, State And/or Local Address)

Enter the name and address of the receiver as shown on the shipping order. This information can be found on the shipping DD 250-1.

BLOCK 12 - B/L Number

If applicable, enter the initials and number of the bill of lading. This information can be found on the shipping DD 250-1.

BLOCK 13 - Regn. or Request Number

Enter the requisition number and date as shown on the shipping DD 250-1.

BLOCK 15 - Vessel

Enter the name of the tanker or barge.

BLOCK 16 - Draft Arrival

Enter the vessel's draft on arrival.

BLOCK 17 - Draft Sailing

Enter the vessel's draft on completion of discharge.

BLOCK 20 - Condition of Shore Piping

Indicate if the line is either full or empty before and after discharge.

Example: **Line Full Before And After Discharge**

BLOCK 22 - Contract Item No.

Enter the contract item number applicable to the shipment. This information can be found on the shipping DD 250-1.

BLOCK 23 - Product

Enter the product nomenclature and grade as shown in the contract or specification.

Example: **#5 Fuel Oil, NSN 9140-01-058-4431**

BLOCK 25 - Statement Of Quantity**Loaded**

Enter the net barrels, net gallons, and long tons as found on the shipping DD 250-1.

Discharged

Enter the net barrels, net gallons, and long tons received.

Loss/Gain

Calculate the loss/gain in barrels and gallons.

Percent

Calculate the percent loss/gain in barrels and gallons. This is calculated by dividing the loss/gain quantity by the quantity shipped then dividing by 100.

Note: If the percent loss/gain is greater than 0.50% the receiving activity **must** investigate to determine the cause. If necessary, prepare corrected documents; otherwise, enter a statement in Block 28 referencing the actual or probable cause for the variation.

BLOCK 27 - Time Statement

Enter a date and time for the following:

- Notice of Readiness to Discharge
- Moored Alongside
- Inspected and Ready to Discharge
- Cargo Hoses Connected
- Commenced Discharge
- Stopped Discharge (if applicable)
- Resumed Discharge (if applicable)
- Finished Discharging
- Cargo Hoses Removed
- Vessel Released by Inspector
- Vessel Left Berth

BLOCK 28 - Remarks

Use this space for reporting important facts such as:

- Delays, their cause, and responsible party
- Abnormal individual losses contributing to the total loss; e.g.: Product remaining on board, spills, or line breaks
- Irregularities observed upon comparing vessel load and arrival ullages
- Product contamination

BLOCK 30 - Certification By Government Representative (Discharged)

Government representative must sign and date to certify inspection and acceptance by the Government.

BLOCK 31 - Certification by Master or Agent

Master of the vessel or the vessel's agent must sign this block.

MAKING CORRECTIONS TO DD FORM 250

When DD Form 250-1 is in error, a corrected document must be prepared immediately and sent to DESC-FII within two working days of identification of the discrepancy. The corrected document must be identical to the invalid document except as following:

- Erroneous data must be boldly circled and the correction data entered above or next to it, where both can be clearly read.
- The word "CORRECTION" followed by the error correction day (Julian Date) must be entered.
- Corrected documents must be dated and signed by authorized Government representative in Block 22.

Form Approved
OMB No. 0704-0248

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.**

1. TANKER BARGE <input checked="" type="checkbox"/> LOADING REPORT <input type="checkbox"/> DISCHARGE REPORT		2. INSPECTION OFFICE (MUST BE FILLED IN)		3. REPORT NUMBER 4	
4. AGENCY PLACING ORDER ON SHIPPER, CITY, STATE AND/OR LOCAL ADDRESS CONTRACTOR NAME AND ADDRESS			(Loading)		5. DEPARTMENT DLA
7. NAME OF PRIME CONTRACTOR, CITY, STATE AND/OR LOCAL ADDRESS (Loading) CONTRACTOR NAME			6. PRIME CONTRACT OR P.O. NUMBER 99D1234		
9. TERMINAL OR REFINERY SHIPPED FROM, CITY, STATE AND/OR LOCAL ADDRESS (Loading) (MUST BE FILLED IN)			8. STORAGE CONTRACT		
10. ORDER NUMBER ON SUPPLIER AB01					
11. SHIPPED TO (Receiving Activity, City, State and/or Local Address) NAME OF ACTIVITY ADDRESS OF ACTIVITY			12. B/L NUMBER		
			13. REQN. OR REQUEST NO. N0018790020001		14. CARGO NUMBER
15. VESSEL NAME OF VESSEL		16. DRAFT ARRIVAL FORE 5 FT-6 IN AFT 4 FT- 6 IN		17. DRAFT SAILING FORE 1 FT- 2 IN AFT 0FT -11IN	
18. PREVIOUS TWO CARGOES FIRST #1 FUEL OIL LAST #4 FUEL OIL		19. PRIOR INSPECTION			
20. CONDITION OF SHORE PIPELINE FULL BEFORE AND AFTER LOADING		21. APPROPRIATION (Loading)		22. CONTRACT ITEM NO. 123-34	
23. PRODUCT #5 FUEL OIL, NSN 6140-01-058-4431		24. SPECIFICATIONS			
25. STATEMENT OF QUANTITY		LOADED		DISCHARGED	
BARRELS (42 Gals/Net)		12,478.40		12,500.29	
GALLONS (Net)		524,093		525,012	
TONS (Long)				919	
				LOSS/GAIN	
				PER CENT	
				0.18	
				0.18	
26. STATEMENT OF QUALITY					
TESTS SPECIFICATION LIMITS TEST RESULTS					
INCLUDE TEST RESULTS AND SEAL NUMBERS					
27. TIME STATEMENT					
NOTICE OF READINESS TO LOAD DISCHARGE		DATE		TIME	
VESSEL ARRIVED IN ROADS		4 JAN 99		0915	
MOORED ALONGSIDE		4 JAN 99		0822	
STARTED BALLAST DISCHARGE					
FINISHED BALLAST DISCHARGE					
INSPECTED AND READY TO LOAD DISCHARGE		4 JAN 99		0935	
CARGO HOSES CONNECTED		4 JAN 99		0845	
COMMENCED LOADING DISCHARGE		4 JAN 99		0938	
STOPPED LOADING DISCHARGING		NONE			
RESUMED LOADING DISCHARGING		NONE			
FINISHED LOADING DISCHARGING		5 JAN 99		0015	
CARGO HOSES REMOVED		5 JAN 99		0045	
VESSEL RELEASED BY INSPECTOR		5 JAN 99		0110	
COMMENCED BUNKERING		NONE			
FINISHED BUNKERING		NONE			
VESSEL LEFT BERTH (Actual/Estimated)		5 JAN 99		0120	
28. REMARKS (Note in detail cause of delays such as repairs, breakdown, slow operation, stoppage, etc.) ALL TIMES LOCAL					
29. COMPANY OR RECEIVING TERMINAL Thomas Hill (Signature)					
30. I CERTIFY THAT THE CARGO WAS INSPECTED, ACCEPTED AND LOADED/ DISCHARGED AS INDICATED HEREON. 5 JAN 99 (SIGNATURE OF GOVERNMENT QSR) (Date) (Signature of Authorized Government Representative)					
31. I HEREBY CERTIFY THAT THIS TIME STATEMENT IS CORRECT. (Master or Agent)					

NATIONAL STOCK NUMBER AND PRODUCT CODE LISTING

Product Number	Product code	Narrative	National Stock Number
07	MMR	RGF Midgrade Unleaded	9130-01-388-4513
08	MRR	RFG Regular Unleaded	9130-01-388-4080
09	MPR	RFG Premium Unleaded	9130-01-388-4524
12	DL1	Diesel Fuel, DL-1	9140-00-000-0185
13	DL2	Diesel Fuel, DL-2	9140-00-000-0184
19	GUM	Gasohol, Midgrade Unleaded	9130-01-355-2393
22	GUP	Gasohol, Premium Unleaded	9130-01-090-1094
23	MGR	Gasoline, Regular Leaded	9130-00-264-6218
24	GUR	Gasohol, Regular Unleaded	9130-01-090-1093
26	MUM	Gasoline, Midgrade Unleaded	9130-01-272-0983
27	MUP	Gasoline, Premium Unleaded	9130-00-148-7104
28	MUR	Gasoline, Regular Unleaded	9130-00-148-7103
32	DF1	Diesel Fuel, DF1	9140-00-286-5286
33	DFA	Diesel Fuel, DF-A	9140-00-286-5283
34	DF2	Diesel Fuel, DF-2	9140-00-286-5294
40	KSN	Kerosene, 2K	9140-00-242-6748
43	FS1	Fuel Oil, Burner #1	9140-00-247-4366
46	FS2	Fuel Oil, Burner #2	9140-00-247-4365
47	KS1	Kerosene, 1K	9140-01-292-4460
52	FS4	Fuel Oil, Burner #4	9140-00-247-4360
53	FL5	Fuel Oil, Burner #5 (Light)	9140-01-058-4431
54	FS5	Fuel Oil, Burner #5 (Heavy)	9140-00-247-4359
55	FS6	Fuel Oil, Burner #6	9140-00-247-4354
57	FL4	Fuel Oil, Burner #4 (Light)	9140-01-107-6139
67	LS1	Diesel Fuel, Grade Low Sulfur No. 1-D	9140-01-398-1130
68	LS2	Diesel Fuel, Grade Low Sulfur No. 2-D	9140-01-398-0697
69	HS1	Diesel Fuel, Grade No. 1-D (Red Dye)	9140-01-398-1422
70	HS2	Diesel Fuel, Grade No. 2-D (Red Dye)	9140-01-398-1395
83	DLS	Diesel Fuel, Grade DLS (Red Dye)	9140-01-413-7511
86	DLW	Diesel Fuel, Grade DLW (Red Dye)	9140-01-412-1311
88	LSW	Diesel Fuel, Grade Low Sulfur No. 1-D (Red Dye)	9140-01-413-7494
94	LSS	Diesel Fuel, Grade Low Sulfur No. 2-D (Red Dye)	9140-01-413-4919

POINTS OF CONTACT

Mailing Address:

DESC-FII
Defense Energy Support Center
8725 John J Kingman Road, Suite 4950
Fort Belvoir, VA 22060-6222

Fax Phone Numbers:

DSN: 427-9380
DSN: 427-9397
Commercial: (703) 767-9380
Commercial: (703) 767-9397

Points of Contact:**COG 2 (CT, MA, ME, NH, RI, VT)**

Manager	John Cerda	DSN: 427-9394	Commercial: (703) 767-9394
Technician	Frankie Grave	DSN: 427-9390	Commercial: (703) 767-9390

COG 2 (NJ, NY, PA)

Manager	John Cerda	DSN: 427-9394	Commercial: (703) 767-9394
Technician	Janie Waring	DSN: 427-9386	Commercial: (703) 767-9386

COG 3 (DE, IN, KY, MD, OH, TN, VA, WV, DC)

Manager	Aundra Rhone-Jones	DSN: 427-9344	Commercial: (703) 767-9344
Technician	Carrie Cross	DSN: 427-9392	Commercial: (703) 767-9392

COG 4 (AL, AR, FL, GA, LA, MO, MS, NC, SC)

Manager	Aundra Rhone-Jones	DSN: 427-9344	Commercial: (703) 767-9344
Technician	Diana Casey	DSN: 427-9387	Commercial: (703) 767-9387

COG 5 (IA, IL, MI, MN, WI)

Manager	Carol Richey	DSN: 427-9388	Commercial: (703) 767-9388
Technician	Cheryl Moore	DSN: 427-9385	Commercial: (703) 767-9385

COG 6 (CO, KS, ND, NE, NM, OK, SD, TX, WY)

Manager	Carol Richey	DSN: 427-9388	Commercial: (703) 767-9388
Technician	Barry Roberson	DSN: 427-9327	Commercial: (703) 767-9327

COG 7 (AZ, CA, NV, UT)

Manager	John Cerda	DSN: 427-9394	Commercial: (703) 767-9394
Technician	Liz Perkinson	DSN: 427-9062	Commercial: (703) 767-9062

COG 8 (ID, MT, OR, WA)

Manager	Aundra Rhone-Jones	DSN: 427-9344	Commercial: (703) 767-9344
Technician	Judy Soltow	DSN: 427-9383	Commercial: (703) 767-9383

Puerto Rico

Manager	Carol Richey	DSN: 427-9388	Commercial: (703) 767-9388
Technician	Barry Roberson	DSN: 427-9327	Commercial: (703) 767-9327

Emergency Fuel Buys

Manager	John Cerda	DSN: 427-9394	Commercial: (703) 767-9394
Technician	Mai Kearns	DSN: 427-9046	Commercial: (703) 767-9046

QUICK REFERENCE CHECKLIST

ORDERS:

DD 1155 - Order For Supplies Or Services or SF 1449 Order For Commercial Items

- ☐ Order being placed is within the contract period.
- ☐ Item number is correct for the contract number being used.
- ☐ Order number used only once for each contract.
- ☐ Date of order is equal to or greater than the date in the requisition number.
- ☐ Requisition number comprised of valid DoDAAC, Julian Date, and locally assigned serial number (14 characters only).
- ☐ Fund Code is annotated.
- ☐ Signal Code is annotated.
- ☐ Valid DoDAAC is annotated as supplementary address if required.
- ☐ Valid contract item number is annotated.
- ☐ Product Code, Name, and National Stock Number are correct for the item and contract number.
- ☐ Order has only one contract line item number per order.
- ☐ Quantity ordered in gallons is annotated.
- ☐ Receiving location address and name / number of POC are annotated.
- ☐ Order is signed by the Contracting Officer.

RECEIPTS:

DD 1155 - Order For Supplies Or Services, SF 1449 Order For Commercial Items Or DD 250 Material Inspection and Receiving Report

- ☐ One shipment against the order, use DD 1155 or SF1449 as receipt document. Multiple shipments on different days against the same order, use DD 250 as receipt document.
- ☐ Contract number matches the contract number on the order.
- ☐ Order number matches the order number on the order.
- ☐ Enter the NET quantity received if delivery is over 3,500 gallons.
- ☐ Enter the actual date of receipt.
- ☐ Receipt date is equal to or greater than the date of the order.
- ☐ All deliveries made on one day are consolidated into one shipment number.
- ☐ Shipment number starts with "PCS0001" and is sequential for each shipment against one order.
- ☐ Enter shipment number (PCS0001).
- ☐ Enter final shipment indicator "Z" if last shipment against an order (PCS0001Z).
- ☐ Check the Final Shipment block (DD 1155 or SF 1449).
- ☐ Item number matches the item number on the order.
- ☐ When quantity received exceeds the quantity ordered by plus or minus 10%, an order modification is prepared to increase/reduce the quantity ordered to the exact quantity received.